

**VILLAGE OF ANGEL FIRE**  
**Council Regular Meeting Minutes**  
**Tuesday July 2<sup>nd</sup>, 2013 at the Village Hall**

**Call to Order**

Mayor Cottam called the meeting to order at 5:30 PM

**Pledge of Allegiance**

Mayor Cottam called for the Pledge of Allegiance. After the pledge Mayor Cottam asked for a moment of silence for the 19 hot shot crew members that lost their lives.

**Roll Call**

Present were Mayor Cottam, Mayor Pro-tem Howe, Councilor Colenda, Councilor Welker and Councilor Germscheid. Also present Village Manager Jay Mitchell, Village Clerk Terry Cordova. A full quorum was present.

**Approval of Agenda**

Mayor Pro-tem Howe made the motion to approve the agenda, Councilor Welker seconded. Motion carried 4-0

**Approval of Consent Agenda**

**1. Approval of June 11<sup>th</sup> Regular Council Meeting Minutes**

Mayor Pro-tem Howe made the motion to approve the consent agenda, Councilor Germscheid seconded. Motion carried 4-0

**Requests and Responses from Audience (Limited to 3 minutes)**

- 1. Jim Thorne** - Expressed his concerns about village roads and the use of the GRT bring collected for road maintenance.

**Announcements and Proclamations-None**

**Reports**

**a. Governing Body Report**

Mayor Pro-tem Howe gave an update on the beautification committee. The committee is getting the decorations ready for the lamp posts for Christmas and the holiday season. They are doing most of this through private donations and at this point almost none of it is coming out of the general fund. So I would like to challenge each one of the council members to purchase a decoration for the lamp posts. Each decoration cost \$125.00 dollars and it is tax deductible.

**b. Manager's Report -None**

- c. Staff Report** - The following gave reports: Rick Tafoya, Mark Rivera, Andy Bertges, Warren Morey, and Lupita De Herrera. Please see attached reports.

**Old Business**

**A. Discussion/Approval of an Ordinance Amending Title 2 Adding Chapter 11 Catastrophic Leave (2<sup>nd</sup> Reading ) (Public Hearing )**

Mayor Cottam opened the public hearing at 5:57 pm, with no input the hearing was closed at 5:57pm. Mayor Pro-tem Howe made the motion to approve the second reading of ordinance 2013-06 amending title 2 personnel policies of the village code with the addition of chapter 11, catastrophic leave. Councilor Colenda seconded. With no discussion the motion carried 4-0 with Mayor Pro-tem Howe -aye, Councilor Germscheid -aye, Councilor Welker -aye, Councilor Colenda- aye.

**New Business**

**A. Discussion/ Approval of Resolution 2013-21 Increasing and Revising Solid Waste Trash Service Rates and Rescinding All Others**

Manager Mitchell explained this item by saying that the last rate increase was in 2008 and at that time the slash fee was started, also in 2001 an ordinance was enacted that stated that solid waste rates would increase yearly using the current CPI published for that year. This is the first



1 time we have done this on an annual basis. He then went over the charges. Mayor Pro-tem  
2 Howe made the motion resolution 2013-21 increasing and revising solid waste trash service  
3 rates and rescinding all others. Councilor Germscheid seconded. With no discussion the motion  
4 carried 4-0 with Mayor Pro-tem Howe-aye, Councilor Germscheid, Councilor Welker -aye,  
5 Councilor Colenda

6 **B. Discussion / Approval of Resolution 2013-22 Deleting All References to Slash Fee and Its**  
7 **Associated Fees as Established in Resolution 2008-33 and Replacing it With the Creation**  
8 **of the Wildfire Protection Fee**

9 Manager Mitchell and Mark Rivera, Community Development Director explained this item by  
10 saying that the current slash fee which was established five years ago does not cover the costs of  
11 slash collection and disposal. The slash fee is charged on a monthly basis. Manager Mitchell  
12 stated that 20% of the fee will be used by the solid waste department for disposal of the slash  
13 and debris and 80% of the fee will be used in implementing the Community Wildfire Protection  
14 Plan. Mayor Pro-tem Howe made the motion to approve resolution 2013-22 deleting all  
15 references to slash fee and its associated fees established in resolution 2008-33 and replacing it  
16 with the creation of the wildfire protection fee. Councilor Colenda seconded. Councilor  
17 Colenda would like to make sure that we communicate this information to everyone using what-  
18 ever means we have available. Councilor Germscheid had concerns about the membership lots  
19 and that the owners do not have access to those lots and believes that these lots should not fall  
20 under this fee schedule. She also believes that there will be a time when the owners will have  
21 access to these lots and can be charged these fees. Councilor Colenda added that if a fire starts it  
22 won't matter what kind of lot it is. Manager Mitchell added that if a fire were to start the fire  
23 would not discriminate between lots. Councilor Germscheid made the motion to amend the first  
24 motion and to table this item until the next meeting July 23<sup>rd</sup> so there could be more research  
25 done on the issue. Councilor Welker seconded. With no further discussion the motion carried  
26 4-0 with Mayor Pro-tem Howe-aye, Councilor Germscheid -aye, Councilor Welker -aye,  
27 Councilor Colenda-aye.

28 **C. Discussion/ Approval of RFP Contracts for Lodgers Tax as Recommended by the Lodgers**  
29 **Tax Evaluation Committee**

30 Tracy Orr, Marketing and Development Director went over the evaluation process for the RFP's  
31 that were received for the distribution of lodger's tax dollars. See attached report. Manager  
32 Mitchell added that the whole purpose is to get more events into Angel Fire. Mayor Pro-tem  
33 Howe disclosed that he has an interest in two of the recipients and if there was any problem in  
34 his voting, council had no problem. Mayor Pro-tem Howe made the motion to approve RFP  
35 contracts for lodger's tax as recommended by the lodger's tax evaluation committee. Councilor  
36 Germscheid seconded. With no further discussion the motion carried 4-0

37 **D. Executive Session Per NMSA 10-15-1H(2)**

38 **A Personnel Matters**

39 **1. Addendums to Personnel Contracts to add PTO**

40 **2. Personnel Contract for Village Clerk**

41 Mayor Pro-tem Howe made the motion at 6:24pm to go into executive session per NMSA 10-  
42 15-1H (2) for personnel matters, addendums to personnel contract and personnel contract for  
43 village clerk. Councilor Welker seconded. Motion carried 4-0 with Mayor Pro-tem Howe -  
44 aye, Councilor Germscheid-aye, Councilor Welker -aye, Councilor Colenda -aye.

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46 Council came out of executive session at 6:39pm. Mayor Cottam stated that only the items on  
47 the agenda were discussed and no decisions were made.


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50 Mayor Pro-tem Howe made the motion to approve village clerk contract and personnel  
51 addendums for village manager, village finance director and village police chief.  
52 Councilor Welker seconded. With no discussion motion carried 4-0  
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1       **Adjournment**

2       Mayor Pro-tem Howe made the motion to adjourn at 6:40 pm, Councilor Germscheid seconded.  
3       Motion carried 4-0

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5       **Passed, Approved and Adopted on this 23<sup>rd</sup>, day in July, 2013**

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Barbara Cottam, Mayor

ATTEST:

  
Terry Cordova, Village Clerk

## **Public Utilities Council Report July 2, 2013**

The 2012-13 co-op grant funded project is scheduled to begin today, July 2. The total award amount for this grant is \$32333.00 which is 75% NMDOT and 25% entity. These funds are being dedicated toward a joint venture between the water and street departments. In the area of Calle de San Felipe and San Felipe Circle the water lines will be re-dug in order to deepen the trench, loop the line, add a fire hydrant, and raise the road. This will alleviate freezing water lines during the winter since there will be a more sufficient layer of material above the lines, looping the line keeps water circulating through the line, and adding the hydrant offers more fire protection. This should take approximately two weeks.

Pending the receipt of 2013-14 co-op grant funds, the streets will move forward with raising roads in areas where water lines routinely freeze. The award amount for 13-14 is expected to total, \$44,980, 75% NMDOT and 25% entity.



Village of Angel Fire  
P.O. Box 610  
Angel Fire, New Mexico 87710  
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Memorandum

Date: 02 July 2013  
To: Mayor, Council & Manager  
From: Mark Rivera, Planning Director  
Subject:

Three Year Building Trend in Angel Fire

<u>Fiscal Year</u>	<u>10/11</u>	<u>11/12</u>	<u>12/13</u>
Total Permits	132	98	114
Single Family D.U.	6	10	13
Total Valuation	\$7,482,195	\$6,532,059	\$7,025,781
Total Permit Fee	\$65,953	\$57,722	\$62,674
Avg. S.F. Value	\$455,949	\$418,139	\$339,239

This matrix shows that 10/11 was the best of the last three years, with last year showing improvement. New single family home construction is trending up. Conversely, the average value of those houses is trending down.

Attached are the building reports breakdowns for the last three fiscal years. Also attached is a matrix from 2009, summarizing building activity since 2000 by calendar year.

In terms of total valuation, permit fees, and new home construction, we have been in a construction slump for the last four years. Having said that, we did see a rebound in types of permits. And it appears that this coming fiscal year, 13/14 will continue that trend.

## FY 12/13 Building Permit Report

### Permits Issued

	Monthly Total	NSFR	Garages & sheds	Additions	Decks	Alteration / repair / reroofs	NewComm/ Multi Unit	Valuations	Permit fees
July	14		1		3	10		322,900.00	4,794.60
August	17	1		1	2	13		444,600.00	5,781.10
September	9	2	1		1	5		844,700.00	7,037.30
October	11	2			2	7		902,900.00	6,641.70
November	2					2		46,270.00	734.25
December	0							0.00	0.00
January	5					5		167,180.00	2,286.25
February	3			2		1		120,000.00	1,452.50
March	3				1	2		49,000.00	821.25
April	19	2	2	4	2	9		1,239,538.00	8,904.15
May	11	1		2	2	6		729,083.00	6,705.65
June	20	5		2	6	7		2,159,610.00	17,515.05
Total	114	13	4	11	19	67	0	7,025,781.00	62,673.80

Total Number of New Units: 13

Valuations:		Permit fees
4,410,110.00	Residence	29,043.30
62,000.00	Garages	1,050.25
1,064,655.00	Additions	8,758.25
273,578.00	Decks	5,015.00
1,215,438.00	Alt/repair/reroofs	18,807.00
	Commercial	
7,025,781.00	Total	62,673.80

Average value for New SF

339,239.23

## FY 11/12 Building Permit Report

### Permits Issued

	Monthly Total	NSFR	Garages & sheds	Additions	Decks	Alteration / repair / reroofs	NewComm/ Multi Unit	Permit fees	Valuations
July	14		2	1	3	8		4,679.19	283,286.00
August	11				3	8		3,417.85	267,775.00
September	0								
October	16	1	2		1	12		5,937.50	602,051.00
November	24	2	3	2	4	13		12,034.60	1,060,369.00
December	1	1						3622.30	638,388.00
January	0							1,965.00	301,000.00
February	1					1		1,002.25	70,000.00
March	1	1						3,682.00	611,000.00
April	11		3		2	6		3,322.50	225,490.00
May	7	2		1		4		8,748.50	1,285,500.00
June	12	3	3	1	2	3		9,309.85	1,187,200.00
<b>Total</b>	<b>98</b>	<b>10</b>	<b>13</b>	<b>5</b>	<b>15</b>	<b>55</b>	<b>0</b>	<b>57,721.54</b>	<b>6,532,059.00</b>

Total Number of New Units: 10

Valuations:		Permit fees
4,181,388.00	Residence	26,862.30
431,170.00	Garages	5,733.50
601,450.00	Additions	5,212.50
157,382.00	Decks	3,071.10
1,160,669.00	Alt/repair/reroofs	16,842.14
	Commercial	
<b>6,532,059.00</b>	<b>Total</b>	<b>57,721.54</b>

Average value for New SF

418,138.80

## FY 10/11 Building Permit Report

### Permits Issued

	Monthly Total	NSFR	Garages & sheds	Additions	Decks	Alteration / repair / reroofs	NewComm/ Multi Unit	Permit fees	Valuations
July	8		2	2	1	3			
August	1					1		3,318.00	260,752.00
September	23	1		1		21		209.00	7,500.00
October	18	3		2		13		9,404.50	852,355.00
November	10	1	1	2	1	5		13,956.50	1,965,369.00
December	12	1	3	1	3	4		3,811.00	346,195.00
January	0							5824.00	559,000.00
February	5								
March	6			1	1	5		1,585.00	83,354.00
April	17		1	1		4		2,197.25	175,663.00
May	16		1	1		15		5,717.20	368,551.67
June	16	4	1			14		6,518.75	699,283.00
Total	132	10	9	11	6	96	0	13,411.75	2,164,172.00
								65,952.95	7,482,194.67

Total Number of New Units: 6

Valuations:		Permit fees
4,559,493.00	Residence	26,410.25
583,710.00	Garages	6,288.00
790,834.67	Additions	6,659.76
5,000.00	Decks	164.00
1,543,157.00	Alt/repair/reroofs	26,430.95
0.00	Commercial	0.00
7,482,194.67	Total	65,952.96

Average value for New SF

455,949.30



# BUILDING PERMIT REPORT - COMPARISON TABLE

Year Permits Issued	Permit total	New Dwelling Units	Valuation-Total permits	Permit fees
2000	96	68	\$ 8,927,599.00	\$ 63,768.56
2001	97	55	\$ 11,542,382.00	\$ 82,445.58
2002	129	75	\$ 17,201,277.00	\$ 122,866.26
2003	151	79	\$ 20,775,106.00	\$ 151,266.72
2004	181	80	\$ 19,410,165.00	\$ 153,205.95
2005	181	65	\$ 23,439,597.00	\$ 176,349.59
2006	147	41*	\$ 22,456,631.00	\$ 131,844.78
2007	152	23	\$ 13,071,901.00	\$ 97,037.00
2008	134	18	\$ 17,896,810.00	\$ 113,843.04
2009	123	13	\$ 8,084,031.00	\$ 64,877.68
TOTAL	1391	476	\$ 162,805,499.00	\$ 1,157,505.16

The permit fees for 2000, 2001 and 2002 are estimates based on total permits issued per year to total valuation.

\* This number does not include the 43 condo units-it was issued as a single permit

# Village of Angel Fire Fire Department

P.O. Box 610

Angel Fire, New Mexico 87710

(575) 377-3347 FAX: (575) 377-6098



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## Council Agenda Items for July 2, 2013

Fire activity: Fire Ban still in effect

New Mexico fires are winding down. Silver is at 137,000 acres and 54% contained, Jaroso is 11,000 acres and is expecting rain

CO: Fires West Fork is at 97,000 acres and is only 7% contained

AZ: Yarnell Fire claimed 19 fire fighters, 8,700 acres

Our wildland Engine helped on the Thompson Ridge Fire and the Whites Peak fire.

### Mitigation

The Village is working on becoming a Firewise Community.

No word on the NFL grant for Camp Elliot Barker

Upcoming 900 acre prescribed burn in State land off of HWY 434 and 120. Approximately at the end of September

### EMS activity:

Call volume: Approximately 150 calls compared to 220 this time last year. Down a significant amount. The reimbursements from EMS appear to be up about 25%. I believe this is up due to the change in the way we do our reporting.

In 2013, the Moreno Valley has experienced 10 deaths, 3 of which were children.

Received the ambulance grant for \$97,500.

Fire Station Remodel has started. Demo is about complete. We expect sheet rock next week. Plumbing and electrical is in.

Andrew Bertges  
Fire Chief  
[affdchief@afgov.org](mailto:affdchief@afgov.org)

575-377-3347 (Station)  
575-377-6098 (Fax)

PO Box 610  
Angel Fire, NM 87710

Police Chief updated Council on recent complaints of cattle running at large in the Valley of the Utes. Police officers do respond to those complaints and attempt to photograph or observe a particular brand, even though it is difficult to get close to the animals. Group of cattle currently in that area has not been identified, even with the assistance of the local livestock inspector. Efforts continue.



**B) Finalists**

Finalists were determined based on their proposals meeting the mandatory specifications. Also considered were the applicants meeting the criteria on the Evaluation Forms used to score the proposals. Key factors included the applicants ability to meet the Lodgers Tax Committee's objectives, their financial viability and responsibility, their marketing and advertising plan, and how long the organization or event has been in existence. Other key factors included how well the applicant's marketing/advertising benefited or will benefit Angel Fire as well as their own organization and how well each proposal adhered to the Lodgers Tax rules and guidelines and provided all documentation required.

Preliminary scoring had been done by each individual Committee member. The applicants were given an opportunity to do an oral presentation to the Committee on March 26, 2013. Once the oral presentations were complete, the Evaluation Committee met privately to discuss their scoring results.

**C) Scoring**

Points awarded to each proposal were based on the chart below:

**Village of Angel Fire  
Lodgers Tax Committee (LTC)  
Evaluation for Lodger's Tax Funding Applicants**

Applicant: \_\_\_\_\_

Item No.	Item	Maximum Points	Score
1	Score the applicant on their ability to meet the LTC objectives (#3,4,5)		
	• Lodgers Tax Impact	30	
	• Size and demographic of the audience served	10	
	• Enriching our lives	5	
2	Score the applicants financial viability and responsibility (#6)		
	• Organizational Financials and Budget	25	
	• Detailed Advertising Budget showing matching funds		
3	Score the applicants marketing/advertising plan (#7)		
	• Detailed Marketing/Advertising Plan	5	
	• Examples of past marketing and advertising materials		
4	Score the applicant on how long the organization/event has been in existence (#8)		
	• New innovations in recent years that increase lodgers tax	10	
	• Unique opportunities to generate lodgers tax		
5	Score the applicant on how well their marketing/advertising benefited Angel Fire as well as their organization. (#9)		
	• Specific ways marketing and advertising benefited Angel Fire	5	
6	Score the applicant on how well they adhered to the Lodgers Tax rules and guidelines and provided all documents requested (#10)	10	
	Total=	100	

An overall score was awarded to each proposal based on the criteria above with 100 being a perfect score. Committee members gave each proposal an overall score. Each score was added up and divided by 5 for an average score. Here are those results:

**Moreno Valley Arts Council**

70	60	62	69	69	66 Average
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**Wellness and Healing**

78	75	85	72	72	76 Average
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**Sangre de Cristo Homebuilders**

83	80	82	77	49	74 Average
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**Westphall Foundation**

90	85	84	80	85	85 Average
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**Music From Angel Fire**

85	85	66	83	62	76 Average
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**Hound Dog Event**

91	801	69	79	75	79 Average
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**Angel Fire Chamber of Commerce**

80	70	74	66	53	68 Average
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Here is a brief write up of the discussions regarding each of the proposals, their scores and the recommended funding from the Evaluation Committee:

- 1) **Moreno Valley Arts Council – MVAC** applied for \$5,000 in funding for one event this year, which is Artsfest. The marketing dollars requested will be used to advertise in Accent West Magazine and the ABQART publication. The Committee likes the event but believes attendance was down significantly this past year.  
**Score: 66                      Recommended Funding:                      \$4,000**
- 2) **Wellness & Healing –** Applied for funding of \$7,500 to help advertise the retreats. The Evaluation Committee likes the program but is worried about overall funding for the retreats. Only one retreat was held last year. Wellness and Healing was not successful at Legislature in obtaining more funding and still has two outstanding grants they have not heard from yet. They have not spent their Lodgers Tax funds from FY2012/2013 but do plan to before the end of this fiscal year. Karen Kelly, who presented the proposal, was optimistic about the Train the Trainer program, which may allow them to hire more local talent for the retreats.  
**Score: 76                      Recommended Funding:                      \$5,000**
- 3) **Sangre de Cristo Homebuilders Association –** Submitted proposal requesting funds in the amount of \$7,500 for an advertising campaign using radio, website upgrades and magazine advertising to promote the Parade of Homes. Funds will also be used to produce the Parade of Homes magazine. The Homebuilders Association plans on coming up with a better room night



tracking plan, which the Evaluation Committee encourages them to do. They are also working on an exit strategy from Lodgers Tax in the near future.

**Score: 74                      Recommended Funding:              \$7,500**

- 4) Westphall Foundation – The David Westphall Foundation submitted a request for \$5,000 for advertising in Vietnam Veterans of America, doing events marketing, participating with the Enchanted Circle Marketing Co-op and updating their website. The Foundation is working on a mobile website and new park signage as well. Presented in their proposal were guest survey results and room night tracking, which the Foundation will continue improving on.

**Score: 85                      Recommended Funding:              \$5,000**

- 5) Music From Angel Fire – MFAF is on its 30<sup>th</sup> year. Six concerts will be held in Angel Fire this year as well as over 30 hands-on classroom concerts with the Angel Fire Young Artist program. Two Close Encounters will be held in Angel Fire as well. The dates for the festival will begin August 16<sup>th</sup> and end September 1<sup>st</sup>. Free lodging is provided to the musicians. Concerts are recorded and broadcast through the American Public Media Radio Broadcast to 260 radio stations with a listening audience of 1.3 million. This year is the 30 year anniversary of MFAF and the festival commissioned American composer Chick Corea for a new work that will receive its World Premiere in Angel Fire.

**Score: 76                      Recommended Funding:              \$5,000**

- 6) Hound Dog Events – The Rough Riders 200 Back to Back Century Rides will be held in 2014 in Angel Fire. The event is a 2 day event and hopes are to generate 1000 riders whom will stay in local lodging, eat at our restaurants and purchase items from our shops. Hound Dog Events first event will be held this coming June. The Committee is looking forward to seeing how this first event does and was impressed that this group has a plan to phase out the utilization of Lodgers Tax funds. Hound Dog Events is requesting \$10,000.

**Score: 79                      Recommended Funding:              \$10,000**

- 7) Angel Fire Chamber of Commerce – Habla Tamale is the name of the event the Chamber would like to propose for Memorial Day 2014. This would be a two day event with a tamale cookoff, family focused events, arts and crafts booths, kid activities, etc. No one does a tamale cookoff in the state. The Committee agrees this could turn into a good yearly event. The proposed date of the event, booth fees, entry fees, etc. were not offered on the proposal and the proposal received some low scores because of this. \$10,000 was being requested for this event.

**Score: 70                      Recommended Funding:              \$10,000**

The Evaluation Committee, based on the above scoring and discussion, voted unanimously to present to Council their recommendations on how the Lodgers Tax funds should be allocated to each proposal. The amounts recommended are listed above under "Recommended Funding".

**Total amount of Lodger's Tax Funds to be recommended to Council:    \$46,500**